27 March 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT   : SRB Index System Conversion Project

REFERENCES   : A. Memo to D/S from C/ABPS, same Subj.,
                   dated 25 January 1963

                B. Memo to C/ABPS from D/S, same Subj.,
                   dated 31 January 1963

1. This is to request your approval of the SRB Index
Conversion Project as outlined in Ref A and concurred in by
the Director of Security (Ref B).

2. The Project will be undertaken by this Staff con-
tingent upon the satisfactory completion of a pilot operation
now underway and your approval of the implementation plan as
outlined below.

a. Personnel

A working force of thirty (30) persons in grades 3-5
will be required for a nine month period commencing 1 June 1963
to perform the conversion of approximately 1.7 million cards.
Of the work force of 30 clerical personnel (clerk-stenos and
qualified typists excluded), 18 will be card punch and verifier machine
operators, and 12 will be index card editors. These personnel
will be assigned to this special Project from the clerical pool
while in provisional clearance status. As full clearances are
received on these individuals, they will be returned to the
Clerical Assignment Branch/POB for appropriate Agency staff
assignments and will be replaced from the clerical pool by other
provisionally cleared personnel. All personnel assigned to the
Project will receive the necessary training by the ABPS in-house

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SUBJECT: SRO Index System Conversion Project

and at local facilities (IBM Education Center on no cost basis) under the direct supervision of this Staff for the duration of the Project. Toward the final phases of the Project when the classified portions of the index system are ready for inclusion in the conversion, ABPS will specifically identify the minimum number of cleared personnel required to complete the Project. A decision will be made at that time regarding relative priorities for the assignment of available cleared personnel to this Project.

    b. **Funding**

        Personal Services-----------------------------------$90,000
            30 x $4,000 (average) for 9 mos.

        Machine Rentals------------------------------------$ 8,000
            12 - 026 Punches   )
             5 - 056 Verifiers   ) 9 mos.
             1 - 548 Interpreter)

        Equipment/Supplies---------------------------------$ 5,000
            Cards, trays, and holders

        The ABPS has funds available in FY-63 to cover the above cost. However, since the funds to cover the personal services may not be carried forward into FY-64, this Staff would transfer $90,000 to the Office of Personnel to provide for new and unplanned requirements related to recruitment activity.

    c. **Space/Logistics**

        Approximately 1600 sq. ft. of Headquarters space near the SRO would be desirable. However, arrangements would be made for special courier service if this Project were located in the downtown area. The Logistics Services Division is aware of the space requirement and will make every effort to locate the necessary space based on the relative priority given this Project.

SUBJECT: SRB Index System Conversion Project

Electrical wiring in the space would have to be modified to provide about 6 lines based on an average of 3 amps per machine.

The card punch and verifiers weigh approximately 250 lbs. each; the interpreter, 775 lbs. Hence, consideration of weight distribution of this equipment might be a critical point in locating this Project.

d. Security Considerations

The punching of the overt cards may be done by provisionally cleared employees. However, conversion of the smaller holdings of covert files in SRB will be accomplished by fully cleared personnel only.

e. Termination Procedures

At the conclusion of this Project on or about 31 March 1964, detailed personnel will be returned to Clerical Assignment Branch for appropriate staff assignment.

3. With your approval and establishment of a priority for this Project, the mechanisms outlined above will be implemented forthwith in an effort to accomplish this task with economy, efficiency, dispatch, and a minimum of disruption to clerical personnel assignments.

4. It is therefore recommended that you approve the conversion plan as outlined above.

JOSEPH BECKER
Chief
CIA Automatic Data Processing Staff

See page 4 for concurrences and approval

3

SUBJECT: SRD Index System Conversion Project

CONCURRENCE:_____ DATE:_____
               Director of Personnel

CONCURRENCE:_____ DATE:_____
               Director of Security

APPROVED:_____ DATE:_____
               Deputy Director (Support)

Distribution:
    Orig. - C/ADPS
       2 - DD/S
       1 - D/Pers
       1 - D/S
       1 - D/L
       1 - Comptroller

4

SRD INDEX SYSTEM CONVERSION PROJECT

1. <u>Background</u>

2. <u>Location</u> - 1900 Quarters I.

3. <u>Security</u>

   a. Physical - Special Badges. Use of 3 way safes for cards.

   b. Personnel - Personnel pool people will be available for 10-12 week period. Full clearance procedures required for work on covert cards.

4. <u>Proposed operation</u>:

   a. Sequence of converting present 3 x 5 index cards.

      1) Courier run to Quarters I. Build up to 4 trays/day (10,000 cards), based on desired 9 months desired completion schedule.

      2) Editing of 3 x 5 cards. Teams of 4-6 editors will complete 1 tray per day. Editor rate: 400-600 cards per day.

      3) Return of cards to SRD index based on one-day cycle for each tray. Disruption of index search routine will involve 12 index checks/10,000 cards/day.

   * 4) ~~Microfilming of edited 3 x 5 cards in SRD can be accomplished at 5000 cards/hour (camera will be supplied by ADPS).~~

   * 5) ~~Processing and return of microfilm reels to Quarters I.~~

   * 6) ~~Punching operation will be done from microfilm viewers. (Operator rate - 100/hr)~~

   * 7) ~~Verifying operation will also be done from microfilm viewers. (Operator rate - 100/hr)~~

* These steps were discussed and deleted. Punching will be from the edited and coded cards and verified immediately.

-8)- 4) Printing of IBM card by interpreter at Quarters I.

-9)- 5) Machine sequencing and merging of masters and trailers.

-10)- 6) Replacing of 3 x 5 cards by IBM cards Rolldex by Rolldex

   b. Creation of new index cards during conversion. A new preprinted form will be used. All cards to be typed will be placed in 3 categories:

      1) Those going to unconverted portion of index will be typed on preprinted 3 x 5 cards and placed in the index.

      2) Those going into alphabetic area of the index being converted (4 cards per day - .6 of 1% of 600). Punch in SRD and manually insert in IBM cards as they are entered into the system.

      3) Those going into IBM portion of index. Punch, verify, and print in SRD, then insert in IBM card index. This group will grow from 0 to 600/day as project proceeds. Machine work can be done at Quarters I until SRD equipment arrives.

5. <u>Personnel and Training</u>:

   a. Based on 12-week cycle: 4 new people/week.

   b. Editor training period: 2 weeks.

   c. Machine operator training: 1 week.

6. <u>Anticipated Schedule</u>:

   a. Pilot project report due late May.

   b. Computer tape index lookup demonstration will be given in late May or early June.

   c. Site can be ready early June.

   d. Machines due late June.

   e. Editor training could commence in early June.

- 2 -